Bethesda Elementary School
Rec-Ed Guide
2015-2016

Table of Contents | Page

Welcome Letter	2
Program & Dates	3
"Day Off" Activity Days	5
Academic Enrichment Classes	6
2015-2016 Special Events	7
Schedule at a Glance	9
2015 Parent Manual	11
Child Information Form	21
Medication Authorization Form	23
Payment Plan	25
Registration Form (Month to Month)	29

Welcome to the 2015-2016 Waukesha Parks, Recreation and Forestry Department Cool School program held in cooperation with the Waukesha School District. We are looking forward to another exciting year and getting to know you, your child and your family.

Our goal is to create a fun, safe and successful environment for your child(ren) to not only learn in, but to thrive in. We believe fully in the philosophy of education through recreation. Our program utilizes hands-on, engaging enrichment, specialty and academic activities that will keep your child(ren) busy and active during their time with us. It is our hope that your child(ren) will look forward to coming and will be disappointed when it is time to leave.

The information in this Rec-Ed Guide will help prepare you and your child(ren) for a great school year! If you have any questions, concerns or comments, please feel free to contact either of us at anytime. Thank you, and we are looking forward to a great year!

Sincerely,

Therese (Jazz) Jashinsky,
Afterschool Program Coordinator
(262) 993-2085
jazz@ci.waukesha.wi.us

Kristin Serpe
Recreation Programmer
(262) 524-3715
kserpe@ci.waukesha.wi.us

Bethesda Elementary School
Before School, Afterschool & "Day Off" Program

Bethesda Elementary School and the City of Waukesha Parks, Recreation & Forestry Department are partnering to bring you the Bethesda Cool School Program which offers before school programming, afterschool programming and all-day programming on non-school days.

Before School: The primary goal of the Cool Before School program is to make exercise and being active a priority among our students. Studies suggest that students who exercise on a regular basis and are active before the academic school day begins are more alert, have a quicker response time and are more engaged in classroom learning. The before school program includes fun fitness activities as well as nutrition education and ten minutes of silent reading. Students must bring a brown bag breakfast.

Hours:	7:00 - 8:40 am
Days:	Monday - Friday on all teaching days
Location:	Bethesda Gym
Schedule:	7:00 - 8:05 am - Active Games/Fitness Activities
	8:05 - 8:20 am - Brown Bag Breakfast (milk included)
	8:20 - 8:30 am - Silent Reading
	8:30 - 8:40 am – Line up/Dismissal to Classroom

Afterschool: The Cool Afterschool program offers a healthy balance of academics, recreation and social activities after regular school hours. The program will be offered on every school "teaching" day. Students will also have the opportunity to participate in Academic Enrichment Specialty Classes, which are unique, hands-on learning experiences that compliment traditional afterschool programming. Academic Enrichment Specialty Classes are free of charge to all afterschool participants.

Hours:	3:40 - 6:00 pm
Days:	Monday - Friday on all teaching days
Location:	Bethesda Gym, Stage, & Playground
Schedule:	3:40 - 4:00 pm - Check-in/Snack/Restroom Time
	4:00 - 4:30 pm - Outside/Gym Time (group games and/or free time)
	4:30 - 5:00 pm - Homework Club/Academic Activities
	5:00 - 5:45 pm - Healthy Choices (active group games, arts/crafts, academic enrichment activities)
	5:45 - 6:00 pm - Free Choice

"Day Off" Activity Days: On non-school days, care from 7:00 am - 6:00 pm will be offered at either Hawthorne STEM School or Banting Elementary School. This program is theme-based and provides unique activities and specialty programming that is engaging and age-appropriate. See page 13 for the 2015-2016 days and themes.

Program Meeting Dates and Fees

Before School: All Grades

Session	Days	Program #	Fee
Session A: September	9/1 - 9/30 (21 days)	3420.100	$105
Session B: October	10/1 - 10/28 (20 days)	3420.200	$100
Session C: November	11/2 - 11/30 (18 days)	3420.300	$ 90
Session D: December	12/1 - 12/22 (16 days)	3420.400	$ 80
Session E: January	1/4 - 1/29 (18 days)	3420.500	$ 90
Session F: February	2/1 - 2/29 (21 days)	3420.600	$105
Session G: March	3/1 - 3/24 (18 days)	3420.700	$ 90
Session H: April	4/4 - 4/29 (19 days)	3420.800	$ 95
Session I: May/June	5/1 - 6/8 (27 days)	3420.900	$135

Afterschool: Kindergarten - Second Grade

Session	Days	Program #	Fee
Session A: September	9/1 - 9/30 (21 days)	3420.110	$126
Session B: October	10/1 - 10/28 (20 days)	3420.210	$120
Session C: November	11/2 - 11/30 (18 days)	3420.310	$108
Session D: December	12/1 - 12/22 (16 days)	3420.410	$ 96
Session E: January	1/4 - 1/29 (18 days)	3420.510	$108
Session F: February	2/1 - 2/29 (21 days)	3420.610	$126
Session G: March	3/1 - 3/24 (18 days)	3420.710	$108
Session H: April	4/4 - 4/29 (19 days)	3420.810	$114
Session I: May/June	5/1 - 6/8 (27 days)	3420.910	$162

Afterschool: Third - Fifth Grade

Session	Days	Program #	Fee
Session A: September	9/1 - 9/30 (21 days)	3420.120	$126
Session B: October	10/1 - 10/28 (20 days)	3420.220	$120
Session C: November	11/2 - 11/30 (18 days)	3420.320	$108
Session D: December	12/1 - 12/22 (16 days)	3420.420	$ 96
Session E: January	1/4 - 1/29 (18 days)	3420.520	$108
Session F: February	2/1 - 2/29 (21 days)	3420.620	$126
Session G: March	3/1 - 3/24 (18 days)	3420.720	$108
Session H: April	4/4 - 4/29 (19 days)	3420.820	$114
Session I: May/June	5/1 - 6/8 (27 days)	3420.920	$162

"Day Off" Activity Days

Banting Elementary Site
2019 Butler Drive

All Grades

Day	Program #	Fee
October 29	3410.000	$26
October 30	3410.001	$26
November 25	3410.002	$26
November 27	***Hawthorne Site ONLY***	
December 23	3410.004	$26
December 28	3410.005	$26
December 29	3410.006	$26
December 30	3410.007	$26
January 22*	**Meet at North HS – see below**	
January 25	3410.009	$26
March 25	***Hawthorne Site ONLY***	
March 28	***Hawthorne Site ONLY***	
March 29	***Hawthorne Site ONLY***	
March 30	***Hawthorne Site ONLY***	
March 31	***Hawthorne Site ONLY***	
April 1	***Hawthorne Site ONLY***	
April 25*	**Meet at Rotary Bldg – see below**	

Hawthorne Elementary Site
1111 Maitland Drive

All Grades

Day	Program #	Fee
October 29	3430.000	$26
October 30	3430.001	$26
November 25	3430.002	$26
November 27	3430.003	$26
December 23	***Banting Site ONLY***	
December 28	***Banting Site ONLY***	
December 29	***Banting Site ONLY***	
December 30	***Banting Site ONLY***	
January 22*	**Meet at North HS – see below**	
January 25	3430.009	$26
March 25	3430.010	$26
March 28	3430.011	$26
March 29	3430.012	$26
March 30	3430.013	$26
March 31	3430.014	$26
April 1	3430.015	$26
April 25*	**Meet at Rotary Bldg – see below**	

***Location Changes:**

Program on January 22, 2016 will be held at Waukesha North High School – 2222 Michigan Avenue, Waukesha
Program Number: 3410.008 **Fee:** $26

Program on April 25, 2016 will be held at the Rotary Building – 1150 Baxter Street, Waukesha
Program Number: 3430.016 **Fee:** $26

After careful consideration of the price, daily management and planning of the program, the decision has been made not to pro-rate the program. Children need to be registered for the full monthly program and parents should make staff aware of any days their children will not be in attendance.

*****Financial Assistance is available for the before and afterschool programs and most other recreation programs offered through the City of Waukesha Parks, Recreation and Forestry Department. The Annual Financial Assistance Application, policies and procedures are available online at www.ci.waukesha.wi.us. Please contact the WPRF Office at (262) 524-3737 for further information.***

2015 -2016 Bethesda Afterschool Academic Enrichment Activities

Afterschool Academic Enrichment activities are opportunities that can change students' lives by opening up endless, hands-on learning experiences. Academic Enrichment class offerings are programs that add to your child(ren)'s academic and social-emotional growth through exploration of science, technology, physical fitness, creativity, teamwork, critical thinking and fun.

Children currently enrolled in the Afterschool program are **automatically registered** for academic enrichment activities that fall within the registered time frame.

A schedule will be available with the academic enrichment activities for each month. **Academic Enrichment programs for the 2015-2016 school year include:**

3…2…1….Blastoff! Exploration of Rocketry - WPRF *(Science & Mathematics)*
Angler Education – Department of Natural Resources Certified Angler Education Instructor (*Science, Mathematics & Reading)*
A World of Culture: Games & Crafts From Around the Globe - WPRF *(Social Studies, Reading & Mathematics)*
Bead Animal Bonanza - WPRF *(Mathematics)*
Character & Community Building Running Program – WPRF *(Physical Education)*
City Awareness – Junior Achievement *(Mathematics & Reading)*
Create-A-Course: Miniature Golf - WPRF *(Mathematics)*
Design Challenge: Milk Carton Regatta - WPRF *(Science & Mathematics)*
Design Challenge: Recyclable Sled Race - WPRF *(Science & Mathematics)*
Duct Tape Creations - WPRF *(Mathematics)*
Families Working Together – Junior Achievement *(Mathematics & Reading)*
Financial Literacy – Community Volunteers *(Mathematics & Reading)*
Fusing Imaginations with Fuse Beads - WPRF *(Mathematics)*
Healthy Habits Blender Bike – WPRF *(Mathematics & Reading)*
Kids Can Knit! – WPRF Knitting Community Instructor *(Mathematics)*
More Than Money – Junior Achievement *(Mathematics & Reading)*
Music Through Untraditional Mediums: Boomwhackers - WPRF *(Mathematics & Reading)*
Paper Crafts & The Art of Quilling - WPRF *(Mathematics)*
Riveting Rhythms: Stomp! And Bucket Percussion - WPRF *(Mathematics)*
Rockstar University: Karaoke for Kids - WPRF *(Mathematics & Reading)*
Scrapbooking, Stamping & Gifts, Oh My! - WPRF *(Reading)*
Teambuilding Games/Activities - WPRF *(Social Skills & Communication)*
Wow Chow Afterschool Cooking - WPRF *(Mathematics & Reading)*

Special Events – Mark your Calendars!

Worldwide Day of Play Family Kickball Tournament

Thursday, September 17, 2015
Saratoga Softball Complex – 301 S. Prairie Avenue, Waukesha
6:15 – 8:30 pm

Let's start off the school year right! Come join us in a community-building kickball tournament between the other afterschool sites! In this single elimination tournament, both children and adults will take the field and work together for some fun and friendly competition. Additional activities will be provided throughout the evening for families to connect with one another and play!

5th Annual Recycle Sled Race

Friday, January 22, 2016
North High School & Lowell Hill
1:00 – 5:00 pm

Ready, Set, Go! Sled Race participants will work in small teams to assemble the fastest and most creative sleds made only of recyclable materials (cardboard, tape and rope)! Kids will work with their Sled Design Specialist to learn about the physics principles behind sledding and then apply them to their design. Then, on Friday, January 22nd, during our Day Off program, students will race their sleds against the other afterschool sites!

Students must pre-register for the Day Off program if they wish to participate in the event without a parent/guardian. Those who attend with a parent/guardian need not register. Judging will begin at 1:00 pm in the North High School Cafeteria. Groups will walk their sled to Lowell Hill to race it immediately after presenting their designs to the judges.

2nd Annual Character & Community Building 5K Run

Saturday, May 14, 2016
Schuetze Recreation Center/Frame Park Riverwalk
9:00 am – 12:00 pm

Students will participate in a 10-week character building running program. Participants will safely train for and complete a 5-kilometer fun run while promoting healthy living. Each week, students will receive physical training as well as mental training. Students will learn about a different topic that is aimed towards character building. Examples of topics include: Sportsmanship, Perseverance, Personal Responsibility and Attitude.

On Saturday, May 14th, students will have the option to run in a 5K fun run. There will be a nominal registration fee per runner to cover costs as well as raise money for before/afterschool program scholarships. Both students and family members are encouraged to participate in the race day event!

5th Annual Milk Carton Boat Regatta

Wednesday, June 8, 2016
Buchner Pool
6:30 – 8:00 pm

Put on your swimsuits, dust off your pom-poms and join us for the 5th Annual Milk Carton Regatta! During the months of May and June afterschool students will create boats using milk cartons. This challenge will encourage students to use science, math and industrial arts applications to design, test and build their boat while foster leadership, responsibility, teamwork, creativity and motivation. On the last day of school, Wednesday, June 8, students will enjoy an evening of camaraderie, pride and sense of accomplishment as their designs are tested at Buchner Pool!

2015-2016 Bethesda Afterschool Schedule at a Glance

The Bethesda afterschool staff will distribute a monthly calendar with more detailed information about program and activity times. ***Note: Activities and Dates are subject to change****.*

September

9/8 – 9/11:	Juggling
9/10 – 9/29:	Junior Achievement (Tuesdays and Thursdays)
9/14 – 9/18:	Team Building/Blind Trust Activities
9/17:	Worldwide Day of Play Family Kickball Tournament
9/21 – 9/25:	Create-A-Course: Miniature Golf
9/28 – 10/2:	Fusing Imaginations with Fuse Beads

October

10/5 – 10/9:	Rockstar University: Karaoke for Kids
10/6 – 10/27:	Kids Can Knit! (Tuesdays)
10/12 – 10/16:	Catch & Release/Rubber Chicken Games
10/19 – 10/23:	Growing & Gardening
10/26 – 10/28:	Bracelets/Bead Animal Bonanza
10/29:	Non School Day – Rockstar University Themed Day Off Program @ Banting and Hawthorne Sites
10/30:	Non School Day – Rockstar University Themed Day Off Program @ Banting and Hawthorne Sites

November

11/2 – 11/6:	Bracelets/Bead Animal Bonanza
11/3 – 11/10:	Project Wet & Wild (Tuesdays)
11/9 – 11/13:	Speed Cup Stacking
11/16 – 11/20:	World Crafts/World Dance
11/23 – 11/30:	World Games/World Parachute
11/25:	Non School Day – Chefs in the Making Themed Day Off Program @ Banting & Hawthorne Sites
11/27:	Non School Day – Rainforest Frenzy Themed Day Off Program @ Hawthorne Site Only

December

12/1 – 12/4:	World Games/World Parachute
12/7 – 12/11:	Wow Chow Afterschool Cooking
12/14 – 12/18:	Music Through Untraditional Mediums: Boomwhackers
12/21 – 12/22:	Giant Games
12/23:	Non School Day – Summer in December Themed Day Off Program @ Banting Site Only
12/28:	Non School Day – Have a Ball Themed Day Off Program @ Banting Site Only
12/29:	Non School Day – Magicians and Magic Hat Themed Day Off Program @ Banting Site Only
12/30:	Non School Day – Happy New Year Themed Day Off Program @ Banting Site Only

January

1/4 - 1/8:	Giant Games
1/4 - 1/21:	Design Challenge: Recyclable Sled Race
1/11 – 1/15:	Riveting Rhythms: Stomp & Bucket Percussion
1/18 – 1/21:	Lacrosse
1/19 – 1/26:	Angler Education (Tuesdays)

1/22:	5th Annual Recyclable Sled Race @ Waukesha North High School & Lowell Park Shelter
1/22:	Non School Day – Winter Activities Themed Day Off Program @ Waukesha North High School
1/25:	Non School Day – Secret Agents & Spies Themed Day Off Program @ Banting & Hawthorne Sites
1/26 – 1/29:	Bowling Pin/Dice Games

February

2/1 – 2/5:	Sand Art
2/8 – 2/12:	Chinese Jump Rope/Jump Bands
2/15 – 2/19:	Orienteering/GPS/Rope Tying
2/15 – 2/29:	Character & Community Building Running Program
2/22 – 2/26:	Duct Tape Projects
2/29 – 3/4:	Create Your Space Projects

March

3/1 – 3/8:	3…2…1…Blastoff! Exploration into Rocketry (Tuesdays)
3/1 – 3/24:	Character & Community Building Running Program
3/7 – 3/11:	Routine Flags
3/14 – 3/18:	Dance A Day
3/21 – 3/24:	Field Day/Field Games
3/25:	Non School Day – Prehistoric Adventures Themed Day Off Program @ Hawthorne Site Only
3/28:	Non School Day – Helping Hands Themed Day Off Program @ Hawthorne Site Only
3/29:	Non School Day – Helping Hands Themed Day Off Program @ Hawthorne Site Only
3/30:	Non School Day – Pack Your Bags and Go Travel Themed Day Off Program @ Hawthorne Site Only
3/31:	Non School Day – Careers and Occupations Themed Day Off Program @ Hawthorne Site Only

April

4/1:	Non School Day – Fun & Fitness in the Park Themed Day Off Program @ Hawthorne Site Only
4/4 – 4/8:	Scrapbooking & Stamping
4/4 – 4/29:	Character & Community Building Running Program
4/11 – 4/15:	Acting/Skits
4/18 – 4/22:	Pillow Polo
4/25:	Non School Day – Fishing @ Frame Park Themed Day Off Program @ Rotary Building/Frame Park
4/26 – 4/29:	Disc Golf

May

5/2 – 5/6:	Scarf Making/Shrinky Dinks
5/2 – 5/13:	Character & Community Building Running Program
5/3 – 5/31:	Design Challenge: Milk Carton/Milk Jug Boat Regatta
5/9 – 5/13:	Knitting/Weaving
5/14:	2nd Annual Character & Community Building 5K Run
5/16 – 5/20:	Rhythm Wands
5/23 – 5/27:	Minute to Win it
5/31 – 6/3:	Bottle Cap Magnets

June

6/1 – 6/7:	Design Challenge: Milk Carton/Milk Jug Boat Regatta
6/8:	5th Annual Milk Carton/Milk Jug Boat Regatta @ Buchner Pool

WPRF Cool Before and Afterschool Program
Parent Manual

General Information:
City of Waukesha Parks, Recreation & Forestry Department
1900 Aviation Drive
Waukesha, WI 53188
(262) 524-3737 (phone)
(262) 524-3713 (fax)
www.ci.waukesha.wi.us
Office Hours:
Monday - Friday
8:00 am - 4:30 pm

Cool Before and After School Contact Information

Phones are active from 6:40 – 8:45 am and 3:15 to 6:00 pm
(messages can be left for the instructors on these phones as well)

Banting Elementary School
2019 Butler Drive, Waukesha
(262) 225-7417
BantingCoolSchool@gmail.com

Bethesda Elementary School
730 S. University Drive, Waukesha
(262) 993-2539
BethesdaCoolSchool@gmail.com

Hawthorne Elementary School
1111 Maitland Drive, Waukesha
(262) 993-5391
HawthorneCoolSchool@gmail.com

Heyer Elementary School
1209 Heyer Drive., Waukesha
(262) 349-3738
HeyerCoolSchool@gmail.com

Prairie Elementary School
1801 Center Road, Waukesha
(262) 993-5343
PrairieCoolSchool@gmail.com

WSA- Randall Campus
114 South Charles St. Waukesha
(262) 225-7418
RandallCoolSchool@gmail.com

WSA- Saratoga Campus
130 Walton Ave. Waukesha
(262) 349-1576
SaratogaCoolSchool@gmail.com

Mission Statement

The City of Waukesha Parks, Recreation and Forestry is responsive and committed to providing essential park, recreation and urban forestry services making our community a desirable place to live, work and play.

The Staff

The Cool Before and Afterschool instructors are college age students and college graduates who truly enjoy working with children. They have previous experience working with students in a school or recreation setting, attend training prior to the program, and are certified in CPR and First Aid. Instructors are responsible for planning and supervising all before and after school activities.

Program Goals & Structure

The primary goal is to provide the children with a healthy, safe, enjoyable, and fun environment. This goal is accomplished by offering a balance of academics, recreation, and social activities focusing on healthy choices. The program is designed to enhance your child(ren) physically, socially, emotionally, and intellectually.

Different activities will be introduced on a weekly basis; Please note activities are subject to change in the event of inclement weather.

Daily Schedule for: Bethesda, Heyer, & Prairie

3:40 - 4:00 pm - Check-in/Snack/Restroom Time
4:00 - 4:30 pm - Outside/Gym Time (group games and/or free time)
4:30 - 5:00 pm - Homework Club/Academic Activities
5:00 – 6:00 pm - Healthy Choices (active group games, arts/crafts, specialty activities)

Daily Schedule for: Randall

Level 1, Level 2 and Level 3 break into separate groups and rotate to each station

2:55 - 3:15 pm - Check-in/Snack/Restroom Time
3:15 - 4:00 pm – Rotation 1*
4:00 - 4:45 pm – Rotation 2*
4:45 - 5:30 pm – Rotation 3*
5:30 – 6:00 pm – Groups combine for Healthy Choice activities

*Rotations will include: (1) Gym Time (2) Homework Club and (3) Outside/Free time

Daily Schedule for: Banting & Hawthorne

3:40 - 4:00 pm - Check-in/Snack/Restroom Time
4:00 - 4:40 pm - Rotation 1*
4:40 - 5:20 pm - Rotation 2*
5:20 - 6:00 pm - Rotation 3*

*Rotations will include: (1) A recreational/social skills development activity, (2) Homework/Compass Club focused on personalized learning goals and (3) A specialty or enrichment activity that supports educational achievement

Non-school Days

Specialty programs will be held on non-school days. These programs will run from 7:00 am until 6:00 pm at either **Banting Elementary School** or **Hawthorne Elementary School.** The Non-school day programs are offered at an extra fee of $26

Pre-registration required for each program; they are **NOT** included in monthly fee.

2015-2016 Days and Themes

October 29	Rockstar University (Music, rhythm and band themed activities)
October 30	Rockstar University (Music, rhythm and band themed activities)
November 25	Chefs in the Making
November 27	Rainforest Frenzy – Hawthorne Site Only
December 23	Summer in December – Banting Site Only
December 28	Have a Ball! (Sports/games themed activities) – Banting Site Only
December 29	Magic – Banting Site Only
December 30	Happy New Year! (New years themed activities) – Banting Site Only
January 22	Recyclable Sled Race (Meet at North High School Cafeteria)
January 25	Secret Agents & Spies
March 25	Prehistoric Adventures – Hawthorne Site Only
March 28	Helping Hands in the Community – Hawthorne Site Only
March 29	Helping Hands in the Community – Hawthorne Site Only
March 30	Pack Your Bags and Go! (Travel themed activities) – Hawthorne Site Only
March 31	Careers and Occupations – Hawthorne Site Only
April 1	Fun and Fitness in the Park (Games and activities to get kids moving!) – Hawthorne Site Only
April 25	Fishing at Frame (Meet at Rotary Building)

Academic Enrichment Classes

Afterschool Academic Enrichment activities are opportunities that can change students' lives by opening up endless, hands-on learning experiences. Academic Enrichment class offerings are programs that add to your child(ren)'s academic and social-emotional growth through exploration of science, technology, physical fitness, creativity, teamwork, critical thinking and fun.

Children currently enrolled in the Afterschool program are **automatically registered** for academic enrichment activities that fall within the registered time frame.

A schedule will be available with the academic enrichment activities for each month. Specific Academic Enrichment activities can be found on page 6.

Special Events

Please refer to page 7 for more detailed information about these Special Events!

Worldwide Day of Play Family Kickball Tournament
Thursday, September 17, 2015
Saratoga Softball Complex – 301 S. Prairie Avenue, Waukesha
6:15 – 8:30 pm

5th Annual Recycle Sled Race
Friday, January 22, 2016
North High School & Lowell Hill
1:00 – 5:00 pm

2nd Annual Character & Community Building 5K Run
Saturday, May 14, 2016
Schuetze Recreation Center/Frame Park Riverwalk
9:00 am – 12:00 pm

5th Annual Milk Carton Boat Regatta
Wednesday, June 8, 2016
Buchner Pool
6:30 – 8:00 pm

Payment Plans/Registration

Credit card payment plans are available for all before and afterschool sites. Families must complete the payment plan form, pay for the first month of the program and will be billed monthly on the date listed on the plan. A receipt will be sent to your home once your credit card is charged. You may opt out of the payment plan at any time throughout the year by submitting a written letter of withdrawal to the department.

Parents or guardians who have late payments on their payment plan more than three times during the school year, will be suspended from the payment plan and will be asked to register their child(ren) on a monthly basis with payment required at time of monthly registration.

REGISTRATION NOTES:

1. **If your child is not registered for the month by the end of the first full week of that month, your child will NOT be allowed to attend the program.**
2. **If your card is lost, stolen, has changed or has expired, please contact the main office at (262) 524-3737 with new card information.**

Financial Assistance Program

Financial assistance is available for individuals that meet the department requirements. Please contact the department for more information (262) 524-3737.

Homework Club

Each night, students will receive a minimum of 30 minutes for Homework time. Program instructors will help/encourage children to complete their homework for the night.

Students with iPads in grades 2-5 will have access to their device in order to complete their assignment for the night.

Program staff will be in contact with day school teachers to assist with students completing their assigned homework. If you have a specific request for your child during homework time (extra attention needed in a particular area), please do not hesitate to communicate this with the program instructors. You may choose to contact staff directly at the Cool School e-mail address to relay this information.

During Homework Club, students who do not have homework will be asked to silently read alone or with a partner, free write, or to work on a silent and educational game or activity.

Snacks

Snacks (pretzels, popcorn, crackers, etc.) will be served to participants on a daily basis. Water will be available at all times, and water breaks will be encouraged.

What to Bring

Attire: Unfortunately, we will not have access to the children's gym shoes. Please have your child wear appropriate shoes for active games.

Please note that WPRF cannot be held liable for any lost, stolen or missing items, including any electronic devices such as iPads, cell phones, laptops, etc. Please exercise caution when sending your child to the program with these items.

For students with school-issued iPads: We will work with each school individually to ensure that students' iPads are stored in a safe and secure place during the before and afterschool programs. Each site will devise their own iPad check-in/check-out system for when students arrive at and leave the program.

School Day to Afterschool Transition

All students registered for the month must be accounted for each day. If your child is absent from school, please help staff out by calling the site cell phone or e-mailing to the Cool School e-mail address to inform them of your child's absence. If your child will only be attending the program on certain days, please notify staff immediately. This allows us to account for each child quickly and efficiently.

Banting:
-4K and Kindergartners will be "picked up" from the classroom by an instructor
-Grades 1 -5 will walk directly to the gym after the bell rings and check-in

Bethesda:
-Grades K and 1 will be "picked up" from the classroom by an instructor
-Grades 2-5 will walk directly to the gym after the bell rings and check-in

Hawthorne:
-Grades K-3 will be "picked up" from the classroom by an instructor
-Grades 4 and 5 will walk directly to the gym after the bell rings and check-in

Heyer:
-Grades K and 1 will be "picked up" from the classroom by an instructor
-Grades 2-5 will walk directly to the gym after the bell rings and check-in

Prairie:
-Kindergartners will be "picked up" from the classroom by an instructor
-Grades 1 -5 will walk directly to the gym after the bell rings and check-in

WSA – Randall Campus:
-Level 1 will be "picked up" from the classroom by an instructor
-Levels 2 & 3 will walk directly to the gym after the bell rings and check-in

WSA – Saratoga Campus:
-All students must report to the Creative Café and sign-in directly after the bell rings. Students going to extracurricular activities will be asked to sign-in and communicate with program staff when their anticipated time of arrival back to the program will be.

Pick Up Procedures

When picking up your child(ren), parents/guardians must walk to the designated "Meeting Area" and sign-out your child(ren)

Banting: Gym; PIT, or Outdoor shelter
Bethesda: Gym, Stage or Playground
Hawthorne: Weather dependent – Gym/Classroom #15 or Playground
Heyer: Gym or Outdoor shelter
Prairie: Gym or Outdoor shelter
WSA – Randall Campus: Gym, Playground or Library
WSA – Saratoga Campus: Creative Café, Gym or Outside on blacktop

Children cannot be dismissed without a parent/guardian signing them out, unless written permission is granted by parent/guardian. If your child walks or bikes home, please provide written permission of this for instructors. If anyone other than the parent/guardian is picking up your child(ren), that person must be authorized to do so on the Child Information Form, or written permission must be received prior to this special pick-up.

Late Pick Ups

We ask that you be observant of your pick up time and arrive before the program closes for the day. All children must be signed out on the daily sign-out sheet. Any parent that arrives late in picking up will be assessed a fee. **This fee is $5.00 for every 15 minutes or fraction thereof. This fee must be paid within one week.**

We understand emergencies may occur, so if you find yourself in such a predicament, please call the Cool Before and Afterschool phone or e-mail the Cool School site e-mail address. This courtesy will alleviate anxiety on the part of the staff and your child.

Health/Emergency Information

It is the responsibility of the parent/guardian of the program participant to complete the enclosed Child Information Form prior to your child(ren) beginning the program.

Please inform the leaders of any medical (physical or mental) condition that requires consideration by the Recreation Department staff. You need to identify these special needs for everyone's protection; staff, other participants, and the individual. We will respect your confidentiality.

If your child is injured or ill at Cool Before or Afterschool and requires more than basic First Aid, we will attempt to contact the parent/guardian or listed emergency contacts. All steps will be taken to assure the safety and welfare of your child. If your child is injured and transported to the local hospital, a Cool school staff person will stay with your child at all times until you or an emergency contact arrives.

The City of Waukesha Parks, Recreation & Forestry Department does not provide medical/hospital insurance coverage for persons participating in sponsored activities and cannot assume responsibility for injury to any participants in its recreation programs.

Medication Policy

1. Medication will be stored in locked storage box.
2. Parental consent and Physician Order must be on file with staff before medication is administered.
3. Medication will be given to student in private by staff.
4. Staff will hand student the medication, observe them take it, look in their mouth to be sure it is swallowed.
5. Staff will then document that the medication was taken.
6. It is the Parent/Guardian responsibility that medication is available for distribution at the site.

Epi-Pen will only be distributed by staff that has been trained in distribution.

Americans with Disabilities Act

We comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of disability. We will make reasonable accommodations for individuals with disabilities who meet essential eligibility requirements for the desired program. Individuals with disabilities are encouraged to contact the Parks, Recreation & Forestry Department.

Code of Conduct

Unacceptable Conduct – Such conduct includes but is not limited to the following actions: Defiance of authority, disorderly or disruptive conduct, fighting, foul or abusive language or gestures, illegal gambling, harassing, threatening or intimidating others, loitering, possession of weapons or dangerous articles (as defined by local police/state statutes), possession or use of tobacco in any form, misuse or destruction of any WPRF equipment or facilities, setting fires, sexual harassment or assault, repeated tardiness, theft, robbery or extortion, use, possession, sale, distribution or being under the influence of alcohol or any other illegal controlled substance, vandalism, willful disobedience, arrests or convictions in the community, such as an ordinance violation, a misdemeanor, a felony, or a traffic violation on or adjacent to WPRF property, related to participant safety or contrary to the program environment, use or possession of laser pens and/or pointing devices, hazing, and bullying.

The following procedures will be used in handling discipline situations:

1. Verbal warning (with reasons as to why the behavior is inappropriate) and/or redirection of behavior will be the immediate action in correcting inappropriate behavior.
2. Time-outs will be given if behavior is not corrected. A second time out on the same day will result in a discussion with parents. (Immediate supervisor should be notified)
3. The severity of the child's behavior will determine what actions need to be taken – possibly dismissal from the program.

*Any violent or physical actions will receive an automatic removal from the group and parent discussion. The City of Waukesha Parks, Recreation and Forestry Department reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others and/or if inappropriate behavior does not stop.

Photograph Policy

Please be aware that WPRF participants may be photographed or taped for promotional purposes, (ie. WPRF activity guide, Channel 25, newspapers, Facebook, Twitter, etc.). **Please let the staff know if you do not want your child photographed.**

Kid Fit Before School Program

Program Structure:

Banting, Bethesda, Hawthorne, Heyer, & Prairie
7:00 to 8:05 am - Fun Fitness Activities
8:05 to 8:20 am - Brown Bag Breakfast (Milk is provided)
8:20 to 8:00 am - Silent Reading
8:30 to 8:40 am – Line up/Dismissal to Class

Randall
6:45 to 7:15 am - Fun Fitness Activities
7:15 to 7:35 am - Brown Bag Breakfast (Milk is provided)
7:35 to 7:45 am - Silent Reading

Exercise Log

The Before School Kid Fit program is going on an educational adventure throughout the United States. Our "Exercise Across America" program will begin on the first day of school with the group accumulating miles by exercising and recording those miles into the site's exercise log.

We will be celebrating our success along our journey across America. Educational experiences and celebrations will be had on mornings that certain destinations are reached, such as the Football Hall of Fame in Canton, Ohio, Disney World in Orlando, Florida, and the Grand Canyon!

We hope this proves to be a challenging and fun activity for your child(ren).

What to Bring

Please bring a brown bag breakfast and book. Milk will be provided. If you are at a site that provides hot breakfast, our staff will escort you to that area. Please have your child wear appropriate shoes for active games.

Drop Off

- Parents must walk children to the Gym
- Sign your children in when arriving

Thanks for joining us at the Cool Before and After School Program!

We're looking forward to a great year!

City of Waukesha Parks, Recreation & Forestry

Cool Before and After School Child Information Form

Child's Name_____
First Middle Last

Date of Birth____/____/_____ **Age**_____ **Grade** _____ **School** _____

Address_____ **City**_____ **State** _____ **Zip** _____

Parent/Guardian 1_____Home Phone _____ Work Phone _____ Cell Phone _____
Relationship: _____

Parent/Guardian 2 _____ Home Phone _____ Work Phone _____ Cell Phone _____
Relationship: _____

Parent/Guardian 3_____ Home Phone _____ Work Phone _____ Cell Phone _____
Relationship: _____

Parent/Guardian 4 _____ Home Phone _____ Work Phone _____ Cell Phone _____
Relationship: _____

Emergency Contact Information (other than parent/guardian):

Name _____ Relationship to Child _____

Address _____ Home Phone _____ Work Phone _____ Cell Phone _____

Name _____ Relationship to Child _____

Address _____ Home Phone _____ Work Phone _____ Cell Phone _____

Persons Authorized to pick up Child other than Parents:

Name _____ Phone _____ Relationship: _____

Name _____ Phone _____ Relationship: _____

Name _____ Phone _____ Relationship: _____

Health Concerns:

Does your child have any allergies, previous serious illnesses, medications, behavioral concerns, special needs, etc.? ___Yes ___No

If yes, please explain: _____

_____

_____

Child's Physician _____ Phone _____

Any other Information, you would like to share with Staff regarding your child:

_____

_____

_____

Parent/Guardian Signature _____ Date _____

City of Waukesha Parks, Recreation & Forestry Department

Authorization to Administer Prescribed Medication

PARENTAL CONSENT

Name _____ Birthdate _____

Address _____Cool School "Rec" site _____

Parent/Guardian _____

Phone (Home) _____ (Work) _____

(Cell) _____ (Pager) _____

I give permission for my son/daughter to receive the prescription medication authorized by his/her physician. I give permission to share this information with appropriate WPRF Staff. I will:

- Deliver medication to Cool School "Rec" Staff in a **pharmacy-labeled** container.
- Maintain a sufficient supply of medication at school.
- Obtain a new authorization form if any changes occur with this medication.
- Pick up any unused medication.

_____ _____

Parent/Guardian Signature Date

PHYSICIAN ORDER

I am prescribing medication for _____ which is as follows:
Child's Name

Name of Medication	Dosage	Form of Administration	Time	Possible Adverse Side Effects

**FOR INHALED MEDICATIONS ONLY – CHECK APPROPRIATE LINE

_____ In my opinion, this student demonstrates the ability to carry and self-administer the above medication.
_____ In my opinion, this student SHOULD NOT carry and self-administer the above medication.

The above order shall remain in effect through the end of the Cool School program unless discontinued or changed by me or the parent/guardian withdraws the request in writing.

Physician's Name _____ Phone _____

Physician's Signature _____ Date _____

Before and Afterschool Program - Bethesda Elementary School
Payment Plan Agreement 2015/2016

A payment plan is available to parents or guardians wishing to register their child(ren) for the Bethesda Elementary for Before or Afterschool Program. Payee agrees to the following noted fees charged to credit card listed below. Monthly payment cycles will be scheduled to facilitate payments during the school year. Please note payment dates.

Session A: September – payment due at time of registration.
Session B: October – payment charged on September 21
Session C: November – payment charged on October 26
Session D: December – payment charged on November 23
Session E: January – payment charged on December 21
Session F: February – payment charged on January 25
Session G: March – payment charged on February 22
Session H: April – payment charged on March 21
Session I: May & June – payment charged on April 25

Name on Credit Card _____ Address _____ City _____ State ____ Zip _____

Home Phone _____ Work/Day Phone _____ Email _____

Program Participant Name _____(child #2) _____(child #3) _____

Child's Date of Birth_____(child #2)_____(child #3)_____

				Fee		# of children	Total
Session A:							
Afterschool: Kindergarten – 2nd Grade							
☐ September 1-30 (21 days)	3420.110	Fee:$126		$ _____	x	_____	$_____
Afterschool : 3rd – 5th Grade							
☐ September 1-30 (21 days)	3420.120	Fee:$126		$ _____	x	_____	$_____
Before School Kid Fit							
☐ September 1-30 (21 days)	3420.100	Fee:$105		$ _____	x	_____	$_____
				Payment Total due at time of registration			**$_____**
Session B:							
Afterschool: Kindergarten – 2nd Grade							
☐ October 1-28 (20 days)	3420.210	Fee:$120		$ _____	x	_____	$_____
Afterschool : 3rd – 5th Grade							
☐ October 1-28 (20 days)	3420.220	Fee:$120		$ _____	x	_____	$_____
Before School Kid Fit							
☐ October 1-28 (20 days)	3420.200	Fee:$100		$ _____	x	_____	$_____
Day Off Program							
☐ October 29 (Banting)	3410.000	Fee:$ 26		$ _____	x	_____	$_____
☐ October 30 (Banting)	3410.001	Fee:$ 26		$ _____	x	_____	$_____
☐ October 29 (Hawthorne)	3430.000	Fee:$ 26		$ _____	x	_____	$_____
☐ October 30 (Hawthorne)	3430.001	Fee:$ 26		$ _____	x	_____	$_____
				Payment Total Charged to Credit card on 9/21/15			**$_____**

Session C:

Afterschool: Kindergarten – 2nd Grade

☐	November 2-30	(18 days)	3420.310	Fee:$108	$ _____	x	_____	$_____

Afterschool : 3rd – 5th Grade

☐	November 2-30	(18 days)	3420.320	Fee:$108	$ _____	x	_____	$_____

Before School Kid Fit

☐	November 2-30	(18 days)	3420.300	Fee:$90	$ _____	x	_____	$_____

Day Off Program

☐	November 25 (Banting)		3410.002	Fee:$ 26	$ _____	x	_____	$_____
☐	November 25 (Hawthorne)		3430.002	Fee:$ 26	$ _____	x	_____	$_____
☐	November 27 (Hawthorne)		3430.003	Fee:$ 26	$ _____	x	_____	$_____

Payment Total Charged to Credit card on 10/26/15 $_____

Session D:

Afterschool: Kindergarten – 2nd Grade

☐	December 1-22	(16 days)	3420.410	Fee:$96	$ _____	x	_____	$_____

Afterschool : 3rd – 5th Grade

☐	December 1-22	(16 days)	3420.420	Fee:$96	$ _____	x	_____	$_____

Before School Kid Fit

☐	December 1-22	(16 days)	3420.400	Fee:$80	$ _____	x	_____	$_____

Day Off Program

☐	December 23 (Banting)		3410.004	Fee:$ 26	$ _____	x	_____	$_____
☐	December 28 (Banting)		3410.005	Fee:$ 26	$ _____	x	_____	$_____
☐	December 29 (Banting)		3410.006	Fee:$ 26	$ _____	x	_____	$_____
☐	December 30 (Banting)		3410.007	Fee:$ 26	$ _____	x	_____	$_____

Payment Total Charged to Credit card on 11/23/15 $_____

Session E:

Afterschool: Kindergarten – 2nd Grade

☐	January 4-29	(18 days)	3420.510	Fee:$108	$ _____	x	_____	$_____

Afterschool : 3rd – 5th Grade

☐	January 4-29	(18 days)	3420.520	Fee:$108	$ _____	x	_____	$_____

Before School Kid Fit

☐	January 4-29	(18 days)	3420.500	Fee:$90	$ _____	x	_____	$_____

Day Off Program

☐	January 22 (North HS)		3410.008	Fee:$ 26	$ _____	x	_____	$_____
☐	January 25 (Hawthorne)		3430.009	Fee:$ 26	$ _____	x	_____	$_____
☐	January 25 (Banting)		3410.009	Fee:$ 26	$ _____	x	_____	$_____

Payment Total Charged to Credit card on 12/21/15 $_____

Session F:

Afterschool: Kindergarten – 2nd Grade

☐ February 1-29	(21 days)	3420.610	Fee:$126	$ _____	x	_____	$_____

Afterschool : 3rd – 5th Grade

☐ February 1-29	(21 days)	3420.620	Fee:$126	$ _____	x	_____	$_____

Before School Kid Fit

☐ February 1-29	(21 days)	3420.600	Fee:$105	$ _____	x	_____	$_____

Payment Total Charged to Credit card on 1/25/16 $_____

Session G:

Afterschool: Kindergarten – 2nd Grade

☐ March 1-24	(18 days)	3420.710	Fee:$108	$ _____	x	_____	$_____

Afterschool : 3rd – 5th Grade

☐ March 1-24	(18 days)	3420.720	Fee:$108	$ _____	x	_____	$_____

Before School Kid Fit

☐ March 1-24	(18 days)	3420.700	Fee:$90	$ _____	x	_____	$_____

Day Off Program

☐ March 25 (Hawthorne)		3430.010	Fee:$ 26	$ _____	x	_____	$_____
☐ March 28 (Hawthorne)		3430.011	Fee:$ 26	$ _____	x	_____	$_____
☐ March 29 (Hawthorne)		3430.012	Fee:$ 26	$ _____	x	_____	$_____
☐ March 30 (Hawthorne)		3430.013	Fee:$ 26	$ _____	x	_____	$_____
☐ March 31 (Hawthorne)		3430.014	Fee:$ 26	$ _____	x	_____	$_____

Payment Total Charged to Credit card on 2/22/16 $_____

Session H:

Afterschool: Kindergarten – 2nd Grade

☐ April 4-29	(19 days)	3420.810	Fee:$114	$ _____	x	_____	$_____

Afterschool : 3rd – 5th Grade

☐ April 4-29	(19 days)	3420.820	Fee:$114	$ _____	x	_____	$_____

Before School Kid Fit

☐ April 4-29	(19 days)	3420.800	Fee:$95	$ _____	x	_____	$_____

Day Off Program

☐ April 1 (Hawthorne)		3430.015	Fee:$ 26	$ _____	x	_____	$_____
☐ April 25 (Rotary Building)		3430.016	Fee:$ 26	$ _____	x	_____	$_____

Payment Total Charged to Credit card on 3/21/16 $_____

Session I:

Afterschool: Kindergarten – 2nd Grade

☐ May/June 5/1 – 6/8 (27 days)		3420.910	Fee:$162	$ _____	x	_____	$_____

Afterschool : 3rd – 5th Grade

☐ May/June 5/1 – 6/8 (27 days)		3420.920	Fee:$162	$ _____	x	_____	$_____

Before School Kid Fit

☐ May/June 5/1 – 6/8 (27 days) 3420.900 Fee:$135 $ _____ x _____ $_____

Payment Total Charged to Credit card on 4/25/16 $_____

Payment Information (please print):

☑ Please check one: ____ Visa ____ Mastercard

Credit Card Number _____ Expiration Date _____

Authorized Signature _____ CSC Code_____

Note: If your credit card information changes throughout the year, please contact the main office at (262) 524-3737 to update these changes on your payment plan form.

NATIONAL
Gold Medal Winner

REGISTRATION FORM – MAIL/DROP-OFF/FAX

Mail/Drop-off to: Waukesha Parks, Recreation, & Forestry Dept., 1900 Aviation Drive, Waukesha, WI 53188
Fax to: (262) 524-3713 – Must use credit card as payment. (Make additional copies of this form as needed)

Please print and fill out form completely.

1 Registering Adult (Parent or Guardian)

Payee Name_____ Address_____ City_____ State_____ Zip Code_____
(Last name, first name)

Home Phone _____ Work/Day Phone _____ Cell-Phone _____ E-mail_____

Date of Birth_____ Gender: M F Emergency Contact & Relationship_____ Emergency Contact Phone_____
(Month, Day, Year)

Special Considerations (medications, disabilities, etc.) _____ ☐ Please check if special accomodations are required.

If more than one parental home or other special circumstance, give name, address, home/work phone : _____

_____

2 Fill in programs for each participant in your immediate household ONLY!

	Participant Name(s) (Last name, first name)	Code	Activity Name	Date of Birth	Grade '14 - '15	Gender M/F	YOUTH SPORTS ONLY! Elem. School Attended '14 - '15	T-Shirt Size	Fee
1									$
2									$
3									$
4									$
5									$

3 Authorization to participate and for Emergency Medical Treatment

I, as participant or parent/legal guardian of the above named child, hereby give permission for his/her/my participation in the above listed activity(ies). I further authorize, without my prior approval, the rendering of any emergency medical treatment that may be necessary due to his/her/my participation in the activity(ies).

Sub-Total	$_____
Credit From Account	$_____
"Round Up" *	$_____
Total Amount	$_____

Participant/Parent/Guardian Signature _____ Date_____

4 Volunteer Information

I am willing to volunteer: (please circle)

Coaching Assistant Coaching
Other: _____
Name: _____
Relationship: _____

*** Round Up Program**
Rounding up your activity fee helps us provide financial assistance to individuals and families in need.

5 Payment Information: Make checks payable to WPRF

☐ Cash ☐ Check/Check#_____ ☐ Credit Card

Charge Information –VISA or Master Card Only! Not necessary if paying by check or cash.

Credit Card Number	Expiration Date	CSC Code
Cardholder(print name)	$ Payment Amount	
Authorized Signature		

6 Any Service Improvement Suggestions?

_____

7 I wish to receive an emailed quarterly WPRF Newsletter. ☐ Yes ☐ No

Receipt ID _____